



## Student Termination Form

*Please print or type all information.*

Name of Youth Apprentice \_\_\_\_\_ SS# \_\_\_\_\_

Date of enrollment in program \_\_\_\_\_ Date of termination from program \_\_\_\_\_

Name of YA Consortium \_\_\_\_\_ Name of High School \_\_\_\_\_

Check the reason that most accurately describes why the student is leaving the program:

\_\_\_\_\_ Student has changed career interest

\_\_\_\_\_ Student has chosen early graduation or quit school (circle one)

\_\_\_\_\_ Student moved out of the school district

\_\_\_\_\_ Student has received unsatisfactory grades in course work

\_\_\_\_\_ Student is experiencing scheduling conflicts with work and/or required YA classes

\_\_\_\_\_ Attendance and/or tardiness problems with worksite or classes (circle all that apply)

\_\_\_\_\_ Employer is unsatisfied with work performance/attitude/initiative of youth apprentice (circle all that apply)

\_\_\_\_\_ Student did not successfully complete the required competencies

\_\_\_\_\_ Other (please describe) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check that each of the parties below has been notified of or has been involved in the termination process.

☐

Parents

☐

Youth  
Apprentice

☐

Employer

☐

School  
Representative

☐

Youth Apprenticeship  
Coordinator

Termination meeting was held on (date) \_\_\_\_\_

YA Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_

**- Over -**

## **Instructions for Terminating a Youth Apprentice from the Program**

Employers may dismiss or fire youth apprentices who do not comply with work rules or requirements. Local school districts or youth apprenticeship partnerships may dismiss youth apprentices who do not comply with program rules or requirements.

However, unless the violation is serious enough to warrant immediate dismissal, all parties to the ETA must meet before the student is terminated from the program so that every effort can be made to help the youth apprentice resolve any problems and succeed in the program.

If a youth apprentice voluntarily withdraws from the program, they should be encouraged to complete the current semester's class so that graduation credit may still be granted for courses that were successfully completed.

The local Youth Apprenticeship Coordinator needs to submit the Student Termination Form to DWD within thirty (30) days of the student leaving the program so the student's file can be closed.

**It is important to the success of the youth apprenticeship program to provide termination information on students who do not complete the program. Reasons for withdrawal are periodically reviewed to determine if program changes need to be made to prevent early withdrawals by students.**

Send the completed form to:

Youth Apprenticeship/Terms  
DWD/DWS  
P.O. Box 7972  
Madison, WI 53707-7972

If there are any questions about the termination process or this form, please call (608) 267-7210 or (608) 267-7944..